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8 August 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM: 
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 4 August 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 4 August 1988. The following representatives were present:

ILSP
ILSP
ILSP
DS&T Alternate
ILSP
OIT/EG/CED
OIT/CED/SI
DI/MPSS
OL/FMD
DCI Admin
OMS
OTE/AD
OS/HSD
DO Representative
OIT Alternate
OSWR
OIT Representative
OS Alternate
OEA Logs
NESA

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved without comments.

STAT NESA asked for a clarification of the support provided by BSB to components moving into the NHB. [] said that he will have [] brief this subject at the next ILSP WG meeting.

3 OL Topics

- STAT A. [] briefed the latest ILSP Schedule (See Attachment 2) and said that the OIT phone operators, the 2nd and 5th floor ISCs, and 98% of OTS have been moved as of now. The OSWR move is scheduled to start 8 August 1988. Some components, (NESA and OEA) who are scheduled to move within the next two months have requested specific weekends for their move and they have been scheduled accordingly. Moves are continuing on schedule.
- STAT B. [] also briefed the NHB Fit-up and Survey work status (Attachment 3). Work is proceeding on schedule. AF 35% design approval has slipped until 10 August 1988 because of structural changes and turnaround time on revised drawings. OTE asked about the status of their request for NHB space for secretarial training. HCS is looking at the requests and an answer will be coming shortly. An inquiry was also made about coat hangers for the NHB. [] is looking into the problem of attaching coat hangers and will respond in the near future.
- STAT C. [] gave a report on Carpet, Partition, and Furniture progress. The installation of these items is on schedule. Pictures are being taken of new work stations to establish a historical file of the NHB space layouts.

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D. OL Issues/Concerns

- 1) Components were asked to request only "operational necessity" changes during the first 30 days after moving into their new areas. Cosmetic changes can be requested after that time period.
- 2) Furniture and partition moves should be requested via FMD work orders. Components must not move their own furniture or partitions.
- 3) A request was made to have an Allied person assigned to a component for the first few days after move. Allied personnel are available during and after the move period, but they are not assigned fulltime to specific components.
- 4) OEA said they have an additional person moving into the NHB who was not included in original plans. They should submit their requirements for this person, and ILSP will look into possible solutions.
- 5) [] asked about whether there would be a final walk through with the customer, about the status of filling the gaps between offices on perimeter walls, and about door releases and buzzers. He was told that the customer would be included in the final walk through, and that work orders were under way to fill gaps and install door buzzers and releases.
- 6) There were no other OL Issues/Concerns.

4. OIT Topics

- A. Final work was being completed on OSWR wiring. OIT checks with newly moved components the morning after the move and will attempt to quickly resolve any discovered problems. Components were reminded that if they disconnect phones, the phones will go out of service and will require a technician to reconnect.
- B. The next scheduled move on the Labor Day weekend will cause a 2 day outage for DI. The move and outage will be further publicized in the coming weeks.

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C. The morning after the move check by OIT results in 2 lists of problem areas. One list is for critical (high priority) items, and one list is for routine items. After the move, routine problems will be resolved through normal service channels.

D. There were no new OIT issues/concerns.

5. OS Topics

A. OS reported that the alarm work for the OSWR move is complete and all other alarm work is on or ahead of schedule.

B. OS thanked OIT for their successful efforts to wire the PASS machines in the NHB.

C. There were no new OS issues/concerns.

6. OMS Topics

A. OMS had nothing to report.

7. General Issues or Concerns

A. A request was made by DI to provide a rundown on cafeteria expansion project operations. The response was that the cafeteria expansion is on schedule, and that Phase II of the expansion will continue after the OSWR move. More demolition will take place and construction bids will go out by the end of August. No decision has been made as to national food chains taking part in the new cafeteria "fast food section".

B. OL confirmed that the NHB DI conference rooms will be ready by 8 August 1988.

C. The AF funding situation related to NHB furniture has not been straightened out. OL and AF budget people are talking about how to resolve the funding problem.

D. DA, DCI, and DS&T Representatives had no new general issues or concerns.

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8. There were no open Action Items to review.

9. Action Items Assigned

STAT ILSP-63 Provide a list of the responsible person and phone number for each component office that is moving to NHB.

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STAT ILSP-64 Show the film of the NHB Construction at a future ILSP WG meeting.

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10. The next ILSP WG meeting is scheduled for 18 August 1988 at 1000 in 3E14 HQs.

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